

# OFFICIAL BYLAWS OF THE MONTANA COMMISSION ON COMMUNITY SERVICE

## Policy 100

## Bylaws

### ARTICLE I

#### Name

The name of the organization shall be the Montana Commission on Community Service, hereafter referred to in this document as the "Commission".

### ARTICLE II

#### Mission and Purpose

#### Section 1

##### Mission

- 1.01 The mission of the Montana Commission on Community Service is to renew the ethic of civic responsibility in the state by:
- encouraging the citizens of the state, regardless of age or income, to engage in full or part-time service;
  - calling young people to serve in projects that benefit the state and improve their life chances through the acquisition of literacy, job skills and interpersonal skills; and
  - expanding service opportunities in a wide variety of programs for all citizens, particularly youth and older Montanans.
- 1.02 To achieve this mission, the Commission shall promote coalitions and collaborative efforts among public, private and nonprofit entities; and federal, state and local agencies that will advance community service programs and activities in each community of the state.

#### Section 2

##### Purpose

- 2.01 The purpose of the Commission is to implement the Montana Community Service Act and the National and Community Service Trust Act of 1993.
- 2.02 Advance and support community service, service learning and volunteerism among all Montana citizens.

### ARTICLE III

#### Membership

#### Section 1

##### Powers and Duties

- 1.01 The Commission shall assist in the development and coordination of federal and state community service programs, integration of services, dissemination of information, recruitment and training of volunteers, and evaluation of and accountability for the services provided.
- 1.02 The Commission shall evaluate the effectiveness of the Executive Director and provide the results of the evaluation to the Governor of Montana.

- 1.03 The Commission shall establish and develop policy for the operation and governance of the Commission and Commission staff. The Commission may also carry out revisions to the policies in the manner prescribed in these bylaws.
- 1.04 The Commission may delegate authority to staff or to a committee of the Commission.
- 1.05 No Commission member has the power to act alone.

Section 2      Obligations of the Individual Commission Member

- 2.01 By assuming office, a Commission member acknowledges that the best interest of the Commission must prevail over any individual interest.
- 2.02 The Commission member shall deal in confidence with all matters involving the Commission until there are public records of the matters.
- 2.03 By assuming office, a Commission member has a responsibility to exercise due diligence in monitoring and directing the activities of the Commission.
- 2.04 The Commission member has responsibilities to participate actively in the oversight of Commission activities, which include, but are not limited to, attending meetings, reviewing adequate information, reviewing documentations, and monitoring delegated activities.
- 2.05 The Commission member is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, prepared and presented by Commission staff and/or committees of the Commission.
- 2.06 A Commission member shall be responsible to annually attend a minimum of 75 percent of the regularly scheduled meetings. Failure to comply will be reviewed by the Executive Committee and may result in the member being asked to resign from the Commission.

Section 3      Commission Representation

- 3.01 The governor shall appoint the Commission composed of up to 15 voting members.
- 3.02 Upon the recommendation of the Commission the governor may also appoint nonvoting *ex officio* members who may not hold office.
- 3.03 The Commission shall provide advice to the governor regarding appointments of Commission members.
- 3.04 Members must include a representative from a tribal government and from at least four state agencies in the following functional areas:
  - a. natural resources;
  - b. human services;

- c. labor
- d. K-12 education
- e. higher education; and
- f. military affairs

- 3.05 Members may include representatives from local government, not-for-profit agencies, federal agencies, businesses, labor unions, volunteer groups and private citizens.
- 3.06 To the extent possible, membership of the Commission must be balanced according to race, ethnicity, age, gender, and disabilities.

Section 4      Terms

- 4.01 A term for a Commission member shall be three (3) years.
- 4.02 Appointments shall be staggered to ensure that each year one-third of the Commission membership shall be appointed to a full three-year term.

Section 5      Resignation

- 5.01 A Commission member may resign at any time by giving written notice to the Chair or Executive Director of the Commission.

Section 6      Vacancies

- 6.01 A vacancy on the Commission may be filled, for the remainder of the unexpired term, by the Governor of Montana.
- 6.02 The Commission shall provide advice to the governor regarding appointments to fill vacancies.

Section 7      Compensation and Reimbursements

- 7.01 Commission members may receive reimbursement for mileage and per diem expenses.
- 7.02 Commission members may donate their time and/or expenses in performance of Commission responsibilities as in-kind donations.

Section 8      Performance of Commissioners

- 8.01 The Commission shall annually conduct an assessment of its effectiveness.

**ARTICLE IV      Officers**

Section 1      Enumeration

The officers of the Commission shall consist of Chair, 1<sup>st</sup> Vice-Chair, and 2<sup>nd</sup> Vice-Chair.

Section 2      Appointment and Duties of the Chair

- 2.01 The Governor of Montana shall appoint the Chair of the Commission.

- 2.02 The Chair shall have general charge of the business of the Commission.
- 2.03 The Chair shall be an *ex officio* member of all committees.
- 2.04 The Chair shall appoint committees and committee chairs and shall consider the interest of individual commission members in making the appointments.
- 2.05 The Chair shall have responsibility to sign official records of the Commission.

Section 3 Duties of the Vice Chairs

- 3.01 The 1<sup>st</sup> Vice-Chair shall act as Chair of the Policy, Planning, and Programming Committee and the Executive Committee. In order to assure continuity, the 1<sup>st</sup> Vice-Chair shall have the same powers and duties as the Chair in the event of the latter's absence.
- 3.02 The 2<sup>nd</sup> Vice-Chair shall act as Chair of the Sustainability, Accountability, and Assessment Committee. In the event of the absence of the Chair and the 1<sup>st</sup> Vice-Chair, the 2<sup>nd</sup> Vice-Chair shall serve as Chair pro tempore of the Commission and the Executive Committee.

Section 4 Resignation

- 4.01 Any officer may resign at any time by giving written notice to the Chair.
- 4.02 In the event of the resignation of the Chair, the 1<sup>st</sup> Vice-Chair shall serve as Chair until the governor appoints a new Chair.

Section 5 Commission Staff

- 5.01 An Executive Director shall be appointed by the governor of Montana and shall serve at the pleasure of the governor.
- 5.02 The Commission shall advise the governor in the selection of the Executive Director.
- 5.03 The Executive Director shall implement the policies of the Commission and supervise/evaluate Commission staff.
- 5.04 Duties of the Executive Director shall be specified in the position description developed by the Office of the Governor.
- 5.05 Commission staff shall provide secretarial support to the Commission and Executive Committee.
- 5.06 The Executive Director shall attend all Commission and Executive Committee meetings.

**ARTICLE V**

Section 1 Committees  
Executive Committee

- 1.01 The officers of the Commission and all Standing Committee Chairs shall constitute the Executive Committee.
- 1.02 The Executive Director shall serve as a nonvoting, *ex officio* member of the Executive Committee.

- 1.03 The Chair may appoint a nonvoting *ex officio* member to the Executive Committee.
- 1.04 The Executive Committee shall have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission and shall perform such other duties as are specified in these bylaws.
- 1.05 Interim Commission actions of the Executive Committee must be ratified at the next Commission meeting.
- 1.06 The official minutes of the Executive Committee shall be distributed to all Commission members.
- 1.07 The Executive Committee shall serve as the personnel committee for the Commission.

## Section 2

### Standing Committees

- 2.01 Policy, Planning, and Programming (PPP)
  - a. The mission of the Committee is to plan, implement and provide oversight for Commission activities and responsibilities related to all programming, program integration, and develop policy, procedures and practices for the Commission;
  - b. Ensure quality, cost effective and collaborative community service and opportunities in Montana;
  - c. Prepare and periodically review bylaws that will govern the operation of the Commission.
- 2.02 Sustainability, Accountability, and Assessment (SAA)
  - a. It is the mission of the Committee to develop and implement a process to measure performance and effectiveness of the Commission;
  - b. Assure an effective outcomes assessment process for all programs;
  - c. Raise public and private support for community service as a key component of strengthening civic engagement;
  - d. Ensure an effective recruitment and orientation process for commissioners
- 2.03 Marketing, Information, and Training (MIT)
  - a. It is the mission of the Committee to promote and celebrate civic engagement by implementing an ongoing statewide marketing campaign;
  - b. Develop and implement training and technical assistance related to community service in Montana.

## Section 3

### Ad Hoc Committees

- 3.01 Ad Hoc Committees shall be appointed as needed by the Chair of the Commission.
- 3.02 Ad Hoc Committees shall serve a maximum of one year.

Section 4      Advisory Committees

4.01      Advisory Committees shall be appointed as needed by the Chair of the Commission.

**ARTICLE VI**      Meetings

The word “meeting” as used in these bylaws means “session” and covers all regular meetings, special meetings, annual meetings and adjourned meetings.

Section 1      Regular Meetings

1.01      There shall be at least four regular meetings of the Commission each year. Meeting times and dates shall be confirmed at the conclusion of each meeting.

1.02      At the last official meeting of the fiscal year, annual reports of committees and the Executive Director shall be presented.

1.03      At the last official meeting of the fiscal year, the Commission meeting schedule for the next year shall be approved.

1.04      The Executive Committee shall approve agendas for all Commission meetings.

1.05      Unofficial minutes of Commission meetings shall be sent to all members within two weeks following Commission meetings.

Section 2      Special Meetings

2.01      Special meetings may be called between regularly scheduled meetings by the Chair or at the written request of three (3) voting members.

2.02      Notice of the special meeting must be sent to all members of the Commission at least one (1) week in advance of the meeting.

Section 3      Open Meetings

3.01      The Commission prescribes to the expectations for the public’s right to know concerning deliberations of all public bodies or agencies of statement, as dictated by the 1972 Montana Constitution (Article II, Sec. 9) and that all meetings and actions of the Commission shall be conducted openly, as pursuant to Montana statutes (2-3-201ff., MCA), and are therefore open to the public, as are any record of proceedings.

Section 4      Quorum

4.01      A quorum shall be established when one-half of the voting members of the Commission are present.

Section 5      Notice

5.01      Notice of meetings will be sent to all Commission members at least one week in advance of the meeting.

- 5.02 The notice will contain an agenda and materials necessary for Commission members to prepare for the meeting.
- Section 6 Proxy
- 6.01 A voting Commission member may delegate his/her voting authority in writing to another voting Commission member. This delegation expires at the conclusion of the designated Commission meeting.
- 6.02 The Executive Director must be provided a copy of the proxy and ensures that it becomes part of the official record of the Commissions actions.

- Section 7 Conflict of Interest
- 7.01 Where the Commission member has a material, personal or professional interest in a contract or transaction to which the Commission is to be a party, either directly or indirectly, the Commission member shall disclose the existence of such interest, describe the nature thereof, and abstain from acting thereon.

**ARTICLE VII** Amendments  
Section 1 Review

- 1.01 The Policy, Planning, and Programming Committee shall review the bylaws at least biennially and make recommendations for appropriate changes to the Commission.
- 1.02 Proposed amendments to these bylaws must be submitted in writing to the Policy, Planning, and Programming Committee.
- 1.03 The Policy, Planning, and Programming Committee shall review proposed amendments and send recommendations concerning the proposed amendments to the full Commission with the official notice of meeting. Such proposals shall be presented for discussion at the next regular Commission meeting, with a formal vote to follow at the subsequent meeting.
- 1.04 Original bylaws and proposed amendments to the bylaws must receive a two-thirds (2/3) majority vote of voting Commission members in attendance in order to be adopted.

**ARTICLE VIII** Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

**ARTICLE IX** Fiscal Year

The fiscal year shall be from July 1 through June 30.